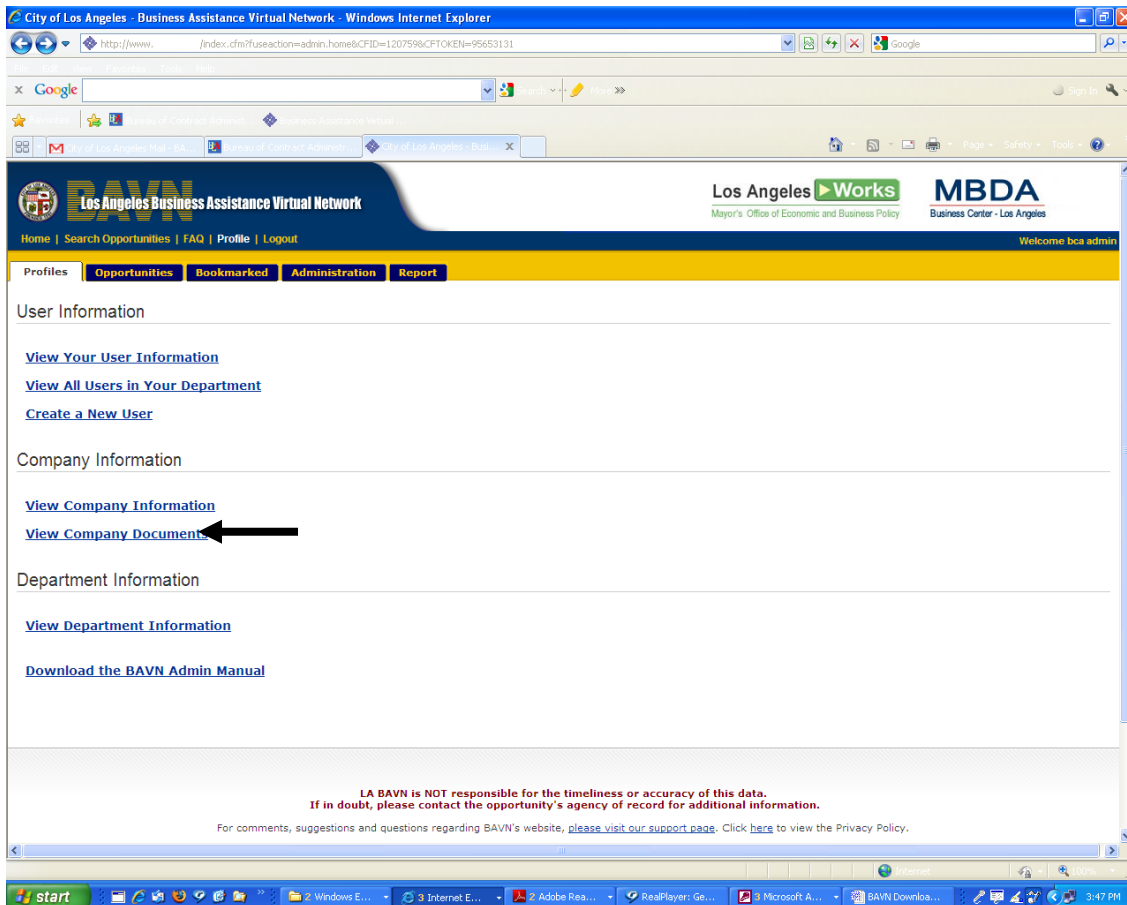


BAVN “Download Templates” Instructions

To register on the Los Angeles Business Assistance Virtual Network (LABAVN a.k.a. BAVN), a company must go to the BAVN webpage located at www.labavn.org. Click on “Register” and follow the instructions. Once the account is created, the company clicks on the “Profiles” tab and selects “View Company Documents”



Doing so, will generate the next screen, where the ordinance affidavits can be downloaded.

City of Los Angeles - Business Assistance Virtual Network - Windows Internet Explorer

http://www.../index.cfm?fuseaction=user.view_company_documents&CFID=1207596&CFTOKEN=95653131

Los Angeles Business Assistance Virtual Network

Home | Search Opportunities | FAQ | Profile | Logout

Los Angeles Works Mayor's Office of Economic and Business Policy

MBDA Business Center - Los Angeles

Welcome bca admin

Company Documents

Download Document Templates

- Only the company's administrator can upload documents.
- All companies registering on BAVN may at this time complete and upload the compliance forms listed in the "Download Document Templates" or it may upload the forms at the time it responds to a contracting opportunity.
- All forms contained in the "Download Document Templates" section are to be completed and signed prior to being uploaded to the "Company Documents" section.
- Once uploaded, the forms are valid for one (1) year or twelve (12) months from the date they are uploaded.

IMPORTANT NOTICE:

- Please note, that hard copies of all documents must be submitted with your bid or proposal for all contracting opportunities advertised before August 15, 2011.
- These instructions are NOT applicable to hidden proposals responding to contracting opportunities advertised by the Los Angeles World Airports, the Port of Los Angeles and the Department of Water & Power.
- Currently, all other forms pertaining to the Living Wage Ordinance, First Source Hiring Ordinance and the Contractor Responsibility Ordinance shall be submitted with each bid/proposal.

Affirmative Action Forms	Uploaded Date
Federally Assisted Construction Projects Equal Employment Opportunity Affirmative Action	July, 1, 2011
Affirmative Action Plan	July, 1, 2011
Equal Employment Practices Provisions Certification	July, 1, 2011

Equal Benefits Ordinance Forms	Uploaded Date
Equal Benefits Ordinance Affidavit	August 15, 2011

Slavery Disclosure Ordinance Forms	Uploaded Date
Slavery Disclosure Ordinance Affidavit	July, 1, 2011

Upload Company Documents

- The uploaded forms will be verified by the Bureau of Contract Administration (BCA) only if your company is the successful Procurement Order selected for contract award.
- Upon BCA verification, the Awarding Authority shall award the contract.
- If in the process of verifying the uploaded forms, BCA finds that the form(s) are incomplete, the awarding department shall be notified and your company will be required to re-upload the form(s).

To download the documents, click on the name of the form. Complete the form and save it. You may want to create a pdf version of the completed form or scan the completed form onto your computer. Next, upload the form by clicking on the "upload" button on this same screen.

All companies registering on BAVN may at this time complete and upload the compliance forms listed in the "Download Templates" or it may upload the forms at the time it responds to a contracting opportunity. All forms contained in the "Download Templates" section are to be completed and signed prior to being uploaded to the "Company Documents" section. Once uploaded, the forms are valid for one (1) year or twelve (12) months from the date they are uploaded.

Contracts not advertised on the LABAVN System

If you are completing the compliance forms upon the request of the Department awarding the contract, you must notify the Department once you have completed uploading the forms onto the BAVN system. You may do so by e-mail to the contract administrator.

The uploaded forms will be verified by the Bureau of Contract Administration (BCA). Upon BCA verification, the Awarding Authority shall award the contract. If in the process of verifying the uploaded forms, BCA finds that the form(s) are incomplete, the awarding department shall be notified and your company will be required to re-upload the form(s). The re-uploading of form(s) will not trigger a new renewal date. The renewal date shall remain as the first time the form(s) were uploaded.

Equal Employment Practices (EEP)/Affirmative Action Program (AA)

All companies that have an approved Affirmative Action Plan on file with the Office of Contract Compliance prior to August 15, 2011 shall be required to complete and upload the Equal Employment Practices Affidavit and the Affirmative Action Plan Affidavit (if required by the contracting opportunity posted by the awarding department). Contractors will remain subject to all applicable provisions of any previously approved EEP/AAP Plans for all current contracts advertised by the City prior to August 15, 2011.

***Construction Contracts** – The Affirmative Action Plan will be effectuated upon completion of the “Anticipated Employment Utilization Report” (AEUR). Any subsequent bids will require the submittal of the AEUR to the Bureau of Contract Administration’s Office of Contract Compliance prior to the issuance of a Notice to Proceed by the awarding department.*

Equal Benefits Ordinance (EBO)

By completing and uploading the Equal Benefits Ordinance Compliance Affidavit your company is certifying compliance with the requirements of said ordinance. If selected as a successful Bidder/Proposer, your EBO Compliance Affidavit will be verified for completeness by the Office of Contract Compliance prior to contract award.

A company wishing to seek a waiver of the EBO provisions must submit the EBO Waiver Application with the bid or proposal. The EBO Waiver Application shall be forwarded to OCC for processing. OCC shall notify the awarding department of the determination resulting from the waiver request.

Upon contract award, your company may be randomly selected for a compliance audit, at which time your company will be required to demonstrate compliance as indicated in the EBO Compliance Affidavit.

Slavery Disclosure Ordinance (SDO)

By completing and uploading the Slavery Disclosure Affidavit your company will have satisfied the reporting requirement of the Slavery Disclosure Ordinance.

A company wishing to seek an exemption of the SDO provisions must submit the SDO Exemption Form with the bid or proposal. The SDO Exemption Form shall be forwarded to OCC for processing. OCC shall notify the awarding department of the determination resulting from the waiver request.

IMPORTANT NOTICE

Currently, all other forms pertaining to the Living Wage Ordinance, First Source Hiring Ordinance and the Contractor Responsibility Ordinance shall be submitted with each bid/proposal.